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Development Department
Alvin P. Solis, AICP
Director

February 23, 1996

NOTICE TO RECIPIENTS OF OFFICIAL ADDRESS LISTINGS

**SUBJECT: STREET NAME FORMAT - ESTABLISHING
A CITY MASTER STREET NAME DICTIONARY**

BACKGROUND

The Development Department is proceeding to correct errors and inconsistencies in existing public street names and to add a "postdirection clarifier," for certain address numbering issues associated with multi-directional street alignments, to create a master street name dictionary. This dictionary will reside in the City's geographical information system (GIS) and be maintained by the Development Department.

The components of an "Official Address" are the address number, compass direction, street name, suffix, postdirection clarifier, and the apartment/unit/suite/building identifier. Over the years, errors, omissions, and inconsistencies of the various components have been further compromised, which has resulted in the current state of address records and continued perpetuation of official address errors.

The errors within each component of the official addresses must be corrected to avoid perpetuating these errors and, more significantly, to ensure efficiency in the GIS and other City computer applications, which will rely on the master street name dictionary.

GENERAL PLAN OF CORRECTION

In order to correct the discrepancies in Official Addresses issued by the City, the following primary tasks have been defined:

1. Standardize the street names format. The existing street names must be verified, corrected, and maintained according to the format. This Task is being completed in harmony with Task 2.
2. Standardize official address format(s) and policies. This Task is being completed in harmony with Task 1.
3. Verify, correct, and maintain street address numbers according to the established official address format(s). This Task is dependent on the completion of both Tasks 1 and 2.

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The street name format is comprised of the compass direction, street name, suffix, and the proposed postdirection clarifier. The following administrative measures are being established to correct existing inconsistencies and to maintain each component of the street name format, excepting those street name changes required pursuant to Fresno Municipal Code Section 12, Article 11.

- A **"COMPASS DIRECTION"** is required for all streets pursuant to Fresno Municipal Code Section 12-1105. The street compass direction is established by the location of the street relative to the base lines of the street numbering coordinate systems. Any erroneous or missing direction will be administratively corrected or added to conform to the street numbering system. The compass direction shall be abbreviated (e.g., for North, use "N" without punctuation).

EXCEPTION: Street names within the area defined in Fresno Municipal Code Section 12-1302(d) shall be maintained without compass directions.

- A new **"STREET NAME"** is established by various direct and indirect methods (e.g., the approval of subdivision maps establishing new streets, by Council action to change an existing street name to another name, by adoption of Official Plan Lines and miscellaneous street dedications, etc.). Corrections to spelling variations and hyphenation discrepancies (e.g., Moroa versus Maroa; Rough Rider versus Roughrider) will be administratively corrected to conform to the name first established for that street alignment. "Names" shall not be abbreviated unless initially established with abbreviations.

To facilitate the public record, for recorded maps with erroneous street name spellings, the Development Department will prepare the Certificate of Correction for signature by the Engineer of record and waive the processing fee. In the event the Engineer of record is no longer available, duly licensed City staff will sign the certificate.

Fictitious street names may be established and maintained in the GIS for special applications in the City's HTE system (e.g., Standard Plans, Tract Grading, Septic Haulers, Travel Meters/Permit, etc.); such fictitious street names may be assigned a compass direction, suffix or postdirection clarifier as necessary to facilitate identification and minimize confusion.

- The **"SUFFIX"** (e.g., Street, Avenue, Boulevard, etc) is not mandated by the FMC; suffixes have been established by past practice by attachment to a street name. However, suffixes serve to avoid confusion especially when street names have similar

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spellings or have been erroneously utilized for a private street name. In the event a suffix was not initially established or different suffixes are utilized for different segments of the same street alignment, a single suffix that has been predominantly used in the field and by various record sources shall be administratively added. Suffixes shall be abbreviated without punctuations.

EXCEPTION: In special circumstances, street segments with the same street name may be maintained with more than one suffix (e.g., East Huntington Boulevard and East Huntington Avenue; North Van Ness Avenue and North Van Ness Boulevard).

- A street name **"POSTDIRECTION CLARIFIER"** component is proposed to be formalized. Postdirection clarifiers may be administratively added to a duly established street name and does not constitute a "street name change." Postdirection clarifiers may be added to street alignments with significant direction changes that require using more than one address number base line to assign address numbers.

NOTE: Postdirection clarifiers are currently in limited use in the field.

ABBREVIATIONS

Compass directions shall be abbreviated without punctuations and shall be limited to "N" (North), "S" (South), "E" (East), "W" (West). In unique situations, "NW" (Northwest), "NE" (Northeast), "SE" (Southeast) and "SW" (Southwest) may also be utilized.

Suffixes shall be abbreviated without punctuations according to the street suffix abbreviations established by the U.S. Postal Service (Postal Addressing Standards, Publication 28, Appendix C).

Postdirection clarifiers shall be abbreviated without punctuations and shall be limited to "N" (North), "S" (South), "E" (East) and "W" (West), e.g., North Mayfair Drive E, North Mayfair Drive S, North Mayfair Drive W.

PRIVATE STREETS

Private street names that have been approved by the City to be issued official address numbers will also be reviewed and maintained in the master street name dictionary in the same manner as a public street.

The Development Department will endeavor to establish a separate private street name dictionary for private streets that are not issued official addresses to avoid general duplication and the use of public street names and suffixes for private streets.

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REQUEST

Please contact Alan Kawakami (498-1697) by **February 29, 1996**, if you have any comments, observations, objections to this proposal. If no response is received by this date, we will assume your agency has no objections to the Development Department's full implementation of this proposal.

Enclosed is a 'working' list that is being used to complete Task 1 (standardizing the street name format). This list represents the existing street names used by various City operations and includes street names that have not been issued address numbers. A "NO" in Column 'CK' indicates street names with discrepancies and the proposed correction. This is not a final list and will be revised as additional information is discovered and confirmed.

Sincerely,

DEVELOPMENT DEPARTMENT

A handwritten signature in black ink, appearing to read 'Alvin P. Solis', with a long horizontal flourish extending to the right.

Alvin P. Solis
Director